

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



ADMINISTRATIVE ANALYST 2, PROCUREMENT

SALARY RANGE: \$51,529.95- \$72,953.46 (P21)

WORKWEEK: 35 Hour Workweek

POSTING PERIOD FROM: March 22, 2016

TO: April 5, 2016

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide (open to Treasury employees)
☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Division of Purchase & Property
Professional & Environmental
Services/Technology Units
33 West State Street
Trenton, New Jersey 08625

JOB DESCRIPTION:

Under the direction of a Procurement Supervisor or other supervisory/management staff in the Division of Purchase and Property, will assist in the development, review and analysis of evaluation criteria used for procurement transactions, proposals, goods, commodities or services, in order to ensure efficient and effective procurement; acts as chairperson of evaluation committees; does other related duties as required.

REQUIREMENTS: Open to full-time **STATE** employees who have permanent status in a competitive title and who meet the requirements listed below:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) years of experience in procurement through the competitive bidding process for a large public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis with thirty (30) semester credit hours being equal to one (1) year of experience.

NOTE: A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience.

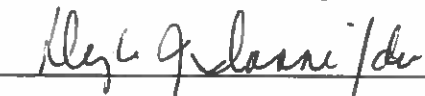
If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: AA 2, PROC)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer